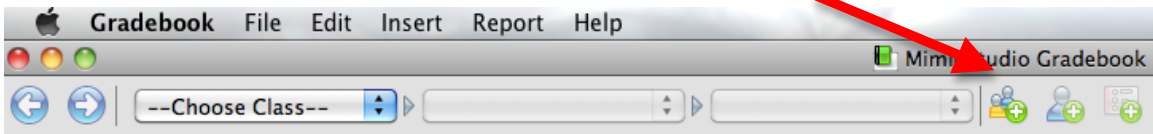


MimioVote Basic Instructions

1. Open Mimio Gradebook to create a class. Type Gradebook in your Spotlight or find it in your Mimio folder.

2. Click on **Insert – Add Class** or on the icon to add class.



3. Enter a class name.

4. Start adding students. Either by going to **Insert** or to the Add Student icon.

5. Type in student information, leave the Handset ID on Auto. Mimio will assign the handset in the sequence that you add students.

You can Edit and Delete students, click in the small column in front of your student's name. This will highlight all the information on the line. To Delete the student go to the top menu bar to Edit – select Delete. To change student information go to the Actions column on the right and choose Edit Student.

6. Open Mimio Notebook and select the Gallery on the Toolbar. **Do not have the Mimio Dongle connected to your computer when creating questions.**

7. Click on the drop down arrow next to the Questions and Results folder. Choose the type of question you want. You can type in a question and the answers or you can type the answers for students to take a paper test. The wheel in the bottom right corner allows you to edit your question box format. The Section 1 allows you to change the question format, the Section 2 indicates how the correct answer will be identified and the Section 3 indicates how many points the question is worth. If you are running a test and you do not want students to see the correct answer, choose the blank box in the Section 2.



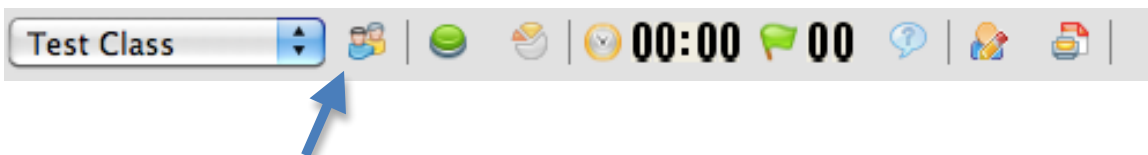
8. Click in the circle in front of the correct answer. **You must click on the Blue circle in the question box to activate the question and lock it in. If you do not do this before you save or add a new page, your question will not save.**

9. If you want a graph on the page you need to go to the Results (Charts) folder in the Gallery and drag one to the page. The results will appear when voting is closed.

10. Save your Mimio file. When you are ready to give the test, plug in the dongle to one of your USB ports. The first time you may receive a message that Mimio is updating the firmware connection.

11. The MimioVote toolbar will appear at the bottom of the Notebook window. The toolbar lets you choose your class, take attendance, show results, time your test, see the number of respondents, start a self-paced test, and generate a self-paced test. You can also start and stop the polling by using the blue button on the question object.

12. To run a MimioVote test or poll, first select your class, hand out the remotes (Remember to give students the number clicker that matches the one in the Mimio Gradebook) and take attendance (see step 13). You will need to click on Start Polling (green button icon) for each question. You can navigate to the questions by clicking on them in the sidebar or using the arrows in the top bar. The timer will start and you will see the number of students that are responding. If you want to see a list of the students that have not responded, click on the green flag. You can also ask your students to look at their remotes, if they have not responded their remote will still be lit up.



13. To take attendance, click on the Attendance icon and a window will open for you to take attendance. The student's click on the star on their handset and their handset number icon in the window lights up. When you open the polling the handset buttons light up, matching the color of the answer buttons. If it is a true/false question the \sqrt and X light up on their handset. Once the student selects the answer the lights go off. The MimioVote allows a student to change their answer only in a self-paced test.

14. When your test is complete you can go back to Gradebook, select your class, select your date and activity, and view the results. You can generate a Class Grade Report or Class Activity Report. The reports will open in your internet browser. If you will be running multiple tests on this day title your test by going to Edit Activity on the right under Actions.

Self-Paced Tests

1. To create a self-paced test enter questions and answers into Mimio. If you already have a printed copy of a test you can just enter the question number and the answers.
2. To generate a self-paced test you must have the Mimio Vote Hub plugged in and the Mimio Vote receiver in you computer. If you created the questions in Mimio and want to print a copy of the test, click on the Generate Self-Paced test icon in the toolbar. The test will open in a webpage. You can print from the webpage.



3. To start the test click on the Start Self-Paced test icon. Your Mimio screen will become a large timer. You can minimize the window if you want to work on your computer during the test.
4. To end the test click on the blue button under the timer.
5. Results will be in your Gradebook.